

Undercurrents



The Navy's MWR Newsletter



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Undercurrents is a publication of the Navy's Morale, Welfare & Recreation Division (PERS-65). Contents of *Undercurrents* are not necessarily the official view of or endorsed by the US Government, the Department of Defense, or the Department of the Navy. Send any comments, questions, and submissions to:

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From the Director:

I just returned from an extremely educational and enjoyable visit to

four of our bases in Italy. The professionalism and hospitality of the folks in Sigonella, Naples, Gaeta, and La Maddalena, as well as their staffs, were impressive and greatly appreciated. During the trip, I also had an opportunity to sit in on the CNRE MWR conference, so I also got to meet and talk with just about every MWR Director in the Europe region as well as the folks on the staff.

I came away from the visit realizing that each base is different and has its own unique set of challenges given the assets it has to work with. I am also incredibly impressed with, but not surprised by, the talent of our folks out there in the field. Our Sailors and their families are in good hands. One immediate take away is the need to tweak and streamline communications from headquarters to be faster and more efficient. [The MWR Communications Group was recently established. You can read about it on page 14.] We will also initiate a summary section in the weekly MWR Update that tells you what's new or hot. Hopefully this will enable you to get pertinent information without having to search for it.

The MWR IPT group was here in Millington recently and they did a lot of great work to continue creating standards and metrics for some of the category A and B programs that we had not completed in the first round. This combination of field and headquarters professionals has done marvelous work in the past 18 months to improve our ability to track and measure our programs and deserve our appreciation for their willingness to serve. We'll be sending out a letter in a few weeks or so to remind you of the specific standards that are in effect officially and letting you know where to find them. These are valuable tools that will help you measure your program and defend your dollars.

The MWR Director Seminar will also be held here in Millington on December 10-12. As always, this will be a good opportunity to catch up on the latest issues facing MWR, learn of system-wide initiatives being developed, and network with colleagues, claimant, and headquarters staff.

In a major coup, the Navy Motion Picture Service folks and MGM arranged to ship early videotape copies of the latest James Bond flick, *Die Another Day*, to 24 afloat commands in the Fifth Fleet AOR on November 15. The commercial film release of *Die Another Day* in the United States was on November 22 and the First Run OverSeas Theaters (FROST) will feature it on Navy and Marine Corps screens beginning December 6.

Best regards,
Director, MWR Division

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FEDERAL INCOME TAX WITHHOLDINGS ON SUPPLEMENTAL INCOME...Some funds are not withholding federal tax from Performance Awards/Bonuses. Per the IRS Circular E – Employer's Tax Guide and the NPC memo 7000 dated 19 Mar 01, income taxes must be withheld from all supplemental wages, including bonuses. The preferred method is to withhold a flat 27% (no other percentage is allowed) for federal income tax. The IRS Circular E allows for an alternative method for calculating the federal income tax withholding on bonuses. The alternative method calls for adding the supplemental income to the regular earnings, and then determining the withholding as if the total were a single payment. In this case, the withholding must be in accordance with the employee's W-4 form election. All funds must be in compliance with the IRS guidelines.

ACCOUNTING GUIDANCE FOR CENTRAL FUND OPERATING GRANTS...Here's a quick blurb to provide accounting guidance for expenses incurred by a field activity that will later be reimbursed by PERS-652. The reimbursement will post to your books as an operating grant (account XX-562-XX, Central Fund Operating Grants). The purpose of using this account is to post income to offset the expense incurred at the local level. Currently, some activities are billing PERS-652 and posting an entry to account 00-131-00, Accounts Receivable-General or 00-133-00, Accounts Receivable-Other. Do not make an entry to the receivable account because the entry may cause revenue to be posted twice to your books. Please refer any questions to PERS-652G.

PAYROLL END-OF-YEAR PROCESSING IS JUST AROUND THE CORNER...Several funds have questioned the timing of the vacation adjustments. The four-hour annual leave plus-up will happen with the December 20, 2002 check. The 240-hour roll back will happen with the January 17, 2003 check (this is pay period 12/27/02 – 01/09/03). In addition to the adjustments, all addresses, names, and social security numbers should be verified for accuracy. Please review your previous W-2's and contact RAM-CAS with any corrections or errors.

MWR BUCKS HAVE A NEW FRONT COVER...MWR Field installations hosting Official Navy schools (A,B,C) for active duty Military are authorized to request the use of PERS-65 MWR Bucks. They are to be given to students at an indoctrination that fully explains your MWR facilities. The Bucks are to be used for goods and services provided by MWR. Bucks can not be used for Alcohol and Tobacco. Recommended uses are for Golf, Bowling, ITT Tickets, Liberty Centers, Auto Hobby shops, Outdoor Recreation, and Child Care. Cash or change is not authorized to be given in place of MWR Bucks. If the purchase is \$4.50 and the military member uses \$5.00 in MWR Bucks, change is not authorized. MWR installations should bill PERS-65 monthly. Information on requesting MWR bucks and billing processes to PERS-65 are located at www.mwr.navy.mil, under NAF Finance. For further information, please contact 901-874-6592.



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MWR SMOKING BAN GOES INTO EFFECT...On December 7, 2002, any MWR facility that is not in compliance with Executive Order (EO) 13058 will be designated as a non-smoking facility. SECDEF approved a three-year phase-in period to bring Services' MWR facilities into compliance with the EO.

The EO prohibits smoking in all government-owned, rented, or leased interior spaces (including MWR facilities) or smoking out-of-doors near air intake ducts. The EO only permits smoking inside self-contained rooms (not part of a central HVAC system) that are under negative pressure where smoke is vented directed to the outside.

NAVSTA SAN DIEGO OPENS BUDWEISER BREW HOUSE...On Thursday, November 7, 2002, Navy MWR opened its second Budweiser Brew House. After months of construction and planning, collaboration between Anheuser-Busch and Navy MWR became a reality when the Budweiser Brew House located in the Metro Village Club Complex at the Naval Station San Diego opened its door.

Dale Earnhardt Jr. was the guest of honor as 700 community members from the Southwest Region packed the Metro Village complex to witness the ribbon cutting and to get an autograph from the NASCAR Champion. Along with the #8 Budweiser Race Car and a Clydesdale Horse, the Naval Station San Diego community was treated to autographs, free photos, ribbon-cutting. Free food samples were also available for the duration of the event.

At 1800, the Brew House officially opened and now offers 10 varieties of beers on tap and a full menu of appetizers, entrees and desserts. Metro Village's Budweiser Brew House is another great place to go when in San Diego. POC is PERS-655F. NRSW POC can be reached at DSN 526-7028.

NAVY MWR LIVING 3 DOORS DOWN...Multi-platinum rock band, 3 Doors Down, recently completed an MWR sponsored goodwill tour of the Mediterranean and Fifth Fleet AOR.

The tour included visits to the USS GEORGE WASHINGTON while in Lisbon, Portugal, NAVSTA Rota, Spain, NSA Naples, Italy, NAS Sigonella, Italy and NSA Bahrain. Over 10,000 military and family members attended the six shows.

The band's recently released new music video, entitled *When I'm Gone*, features video shots of the MWR tour. The video is now being played on MTV and on other music video programs regularly. The band had a photographer shoot footage of the tour, which was originally meant for a documentary about the tour -- not for a music video. The shots were so good they decided to make this very Navy-friendly, patriotic video.

We are in the process of acquiring authorization to use the video for other Navy purposes. The video clip can be found at www.3doorsdown.com.

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BOWLING CENTER MANAGERS

Next year's Annual Armed Forces Bowling Conference and International Bowl Expo 2003 will be held at the Mandalay Bay Resort Hotel in Las Vegas on June 15-20. Please mark your calendars and plan to attend. More information to follow after the Advisory Council Meeting scheduled for December 13. POC is PERS-655C2.

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FIVE, SIX, SEVEN...That's how many Noble Roman's Pizza Express locations that MWR currently has in operation. NAS Whidbey Island, which opened their Noble Roman's in their bowling center on September 26, offers delivery service on base. On October 1, WPNSTA Charleston opened their Noble Roman's in Cap'n Robert's Dive Rec Mall, and they too offer delivery on base along with a colossal 20-inch pizza. NSA Naples, which opened their first Noble Roman's at the support site on October 14, plans to start delivery in the very near future. NSA Naples also plans to open a second location planned at Capo Landing after the first of the year. Contact PERS-655F3 or PERS-655F5 for branding info.

BINGO PROGRAM MANAGERS...There are two great Bingo programs that are upcoming in Las Vegas. Bingo World 2003 will be held at the Riviera Hotel in Las Vegas, March 11-13. This conference and show promises to be the largest bingo-only exhibit ever. For more information contact Lesley Grashow, Director of Sales at 203-852-1340, 800-223-9638, Lgrashow@gemcomm.com, www.bingoworldexpo.com or Steve Gibbs, Director of Marketing at 913-469-1110, ext. 234.

Preparations are also underway to hold a Joint Armed Forces Bingo Workshop in conjunction with IMCEA's "Spirit of Excellence III" conference at the Riveriera Hotel from March 26-28. Bingo Manager's, please plan to attend one of these workshops. Contact PERS-655C2 for details.

UPCOMING SHOWS AND CONFERENCES...All Navy MWR Catering and Club Managers are encouraged to attend the 34th Annual NightClub and Bar Show scheduled for March 25-26 in Las Vegas. In addition to the Nightclub Show, International Military Community Executives Association (IMCEA) is also sponsoring their "Spirit of Excellence III" Conference on March 26-28. Please contact PERS-655F2 if you plan on attending either one or both of these events. Your response will assist us in setting up a Navy breakout session during an afternoon of the conferences.

DESIGNATED DRIVER POSTERS...Designated Driver Posters for the holiday season have been sent out. Navy MWR and Anheuser-Busch are sponsoring this year's poster. If you do not receive your posters or need more copies, please contact P655F2.

GOLF ANNUAL SURVEY...The Annual Rounds Survey for 2002 was sent out recently. Please make sure golf managers complete and send the form back by December 20. Additionally, the 13th Annual Armed Forces Golf Managers Seminar will be held from January 19-22, with the PGA Merchandise Show to follow on January 23-26.

If you would like to go, please contact the PGA of America at 561-624-8504. Navy Golf made a strong comeback after the rough first quarter of 2002 and posted a positive cash flow of \$4.4 million on total revenues of \$42.1 million. Well done!



FACILITIES & ACQUISITIONS BRANCH

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EMBELLISHMENTS FOR THE WALLS...Artwork can assist in establishing an atmosphere for a room, such as a calm retreat or a place of entertainment. Selections of artwork and framing will depend on other design elements in a room, such as paint color, texture, lighting, and décor theme. Artwork will add to the aesthetics of the room or facility for a completed look with the use of a few guidelines for hanging and arranging them.

Hanging Fundamentals For Artwork: When placing art above furniture, such as a sofa or a chair grouping, calculate the space between the furnishing and the ceiling, and then allocate two-thirds of that space for artwork. Placing artwork too high will have a disconnected look with the furnishings. A good guideline is to allow minimum five inch to nine inch space above the furnishings for most installations.

However, if the artwork interferes with function of the seating arrangement (e.g., arm on back of sofa), an increase in space is suggested. Hanging artwork at "eye level" is often defined as centering the artwork at 58" from the finished floor. Some smaller piece may necessitate a lower installation for viewing in a seated position, e.g., reading nooks, office area, etc. When placing artwork next to large oversized furniture or architectural structural elements, consider a grouping of 2 or 3 pieces of artwork with wider mats and heavier frames to balance the visual weight of the artwork to the furnishings.

Grouping artwork to create an art arrangement can provide balance to a room. In large spaces with a high walls and vaulted ceilings, use an even number of tightly grouped art pieces (2" or less apart) in a horizontal line to create visual balance to the space. In smaller spaces, such as a tight stair landing, use artwork grouping of an even number of pictures both vertically and horizontally to give a window affect. Spacing of artwork normally ranges from four to six inches, for tighter affect arrangement space them two to four inches apart.

Other group arrangements to consider include symmetrical, asymmetrical, and gallery. When grouping a selection of artwork that are similar in size and style, a symmetrical layout can be used to give a mirror-image balance. Often this type of layout is used over a sofa or console table. When a selection of artwork is an assortment of sizes but has a common theme or element, an asymmetrical layout can be used to balance the arrangement. Furthermore, hanging artwork in a "gallery format" disregards the artwork's size and forces them to be centered at 58" above floor guide. Modern gallery artwork placements are horizontally arranged with spacious area between each piece. This spacing arrangement also works well in hallways, lobbies, and restaurants. For further information on this subject matter, contact PERS-656D6.

THE NEVER-ENDING PROCESS...Many factors take their toll on facilities, such as age, vandalism, traffic, and the environment. There is a product line of modern solutions that can reduce maintenance and the replacement cycle. These products can be used to protect HVAC equipment, ceramic tile, painted surfaces, metal, fiberglass and vinyl, masonry, and equipment. An anti-graffiti coating is also available. If you are interested in reducing maintenance costs to more effectively use your resources for other endeavors, contact PERS-656D2.

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INTEGRATED WALL PROTECTION SYSTEM...Protect your interior wall surfaces with the latest in integrated wall protection systems. This new system is an ideal way to ensure long-lasting beauty of interiors in the high-abuse environments of Youth and Child Development Centers, along with those high-use recreational facilities. Corner guards, chair and crash rails, along with sheet wall protection, are all available in a number of finish materials. These items can be made from wood, vinyl, and steel and are available in a multitude of colors. This product meets or exceeds all major building code requirements and ADA handrail requirements. For more information, contact PERS-656D3.

NAF MWR VEHICLE & SPECIAL PURPOSE EQUIPMENT INVENTORY...It's time again to update your inventory of NAF vehicles and special purpose equipment. The respective listings have been mailed directly to the local command or to the respective MWR regional office as applicable. Inventories for all commands under each region were forwarded collectively to the MWR Regional Commander for further coordination. This inventory is updated every two years for accuracy, identification of potential errors in net worth or accumulated depreciation, and updating of the fixed asset inventory.

If your activity has NAF vehicles or special purpose equipment and you did not receive an inventory, contact PERS-656A. It is possible that USN numbers were assigned via telephone/fax/e-mail, but DD1342s (DOD Property Record) were never received at NPC for input into database. Completion and submission of the DD1342 for each vehicle or special purpose equipment is essential for keeping inventories up-to-date. Please complete the review of your inventories and respond to NPC by January 31. Refer any questions to PERS-656A.



TOTAL FITNESS SERIES...is a group of four presentations to introduce the areas of strength training, cardiovascular training, and flexibility training to the beginner.

This program was introduced to the field at the 2002 Athletic Business Conference in November. The series will assist the field in giving out consistent information on strength, cardio, and flexibility to our Sailors around the world.

Each presentation will be one-hour in length, with a small portion of the time being in a classroom and the rest of the time being spent with hands-on instruction. A Navy Fitness educational booklet will be included with this training and will cover all the information covered during the presentation.

This training program will be available in mid- to late-January. The program should be used as an outreach program to bring new customers into our gyms and get them interested in fitness.

SHIPSHAPE

The SHIPSHAPE weight management program is undergoing a revision. Currently, this BUMED approved weight management program is ten weeks long and is offered at Navy medical treatment facilities.

Preliminary testing of the revised eight-week course is almost completed and has shown to be equally effective. The intent is to decrease the duration while maintaining program integrity. This change was prompted based on feedback stating that heightened operational tempo in fleet concentrated areas sometimes prevents full participation and completion.

Information about the current Ship-Shape program can be viewed at www.nehc.med.navy.mil/hp/shipshape/index.htm. For more information about the program, contact the Program Manager at 757-953-0955 or ki-stlerl@nehc.med.navy.mil.

**JOB ANNOUNCEMENT
FOR AFLOAT DIETITIAN**

The announcement is available at www.mwr.navy.mil/jobs/usjobs1.htm. The intent is to hire and place a full-time civilian Registered Dietitian on an East Coast carrier to develop and manage the ship's nutrition education programs. This will blend well with the already existing Afloat Fitness Director and provide a powerful combination of nutrition and exercise expertise for the crew.

Interested applicants can find all of the details for submitting applications by clicking "miscellaneous positions." For further information, contact PERS-651D.

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ATHLETIC BUSINESS CONFERENCE...PERS-651 recently conducted a Navy Fitness Program Workshop on November 5-6, in conjunction with the Athletic Business Conference (ABC) in Orlando. The Navy Meeting was very successful with 120 attendees representing 68 Navy Installations.

The training offered MWR program updates in Navy Fitness, Fleet Readiness, Navy Sports, Physical Readiness, Health Promotions/Injury Prevention, and Nutrition. There were 16 program presentations including the introduction of a new Navy Fitness training program, an on-line "How To Use Internet Resources" presentation, and presentations from the field.

Thirty bases also shared publicity information by displaying items from their base during the meeting. The Navy attendees were also able to enjoy the great educational sessions (77 to chose from), guest speakers, and a comprehensive trade show put on by ABC.

FITNESS PROGRAM INITIATIVES...You should have already received and hopefully responded to the following:

- **NAVY ARMED FORCES DAY KID'S RUN** – The FY03 event will take place on or about May 16, 2003 (Armed Forces Day). Deadline for the event is December 6, 2002. Information is available at www.mwr.navy.mil under Mission Essential Branch. Last year, 45 bases conducted the event for about 6,000 children.
- **DOD FITNESS STANDARDS CHECKLIST** – The DOD Checklist is due by December 6. We are really pushing for a 100% response. If you haven't received the checklist, it is available at www.mwr.navy.mil under Mission Essential Branch. A Navy Fitness Program Questionnaire is included in this year's package. The questionnaire will allow us to update our facility/program inventory.
- **FY-03 FITNESS EQUIPMENT GRANTS** – This year, \$20K to \$70K was available to each MWR Department. The submissions were due back to PERS-651B in late November. If you have any questions on this year's program, please contact the Navy Fitness Branch.

NAVY NUTRITION AND WEIGHT CONTROL SELF-STUDY GUIDE...has received a face-lift and can be ordered in bulk from the NAVSUP web site. Instructions for ordering can be viewed at www.mwr.navy.mil/mwrprgms/nutrition.htm, click #7. Clicking #3 will permit you to download a copy of the guide.

This manual is a great resource for assisting Sailors in becoming proactive about losing weight or maintaining the weight already lost. Intended as a self paced study guide, these nine chapters can also be completed in conjunction with the Command Fitness Leader's Fitness Enhancement Program (FEP) or with MWR Navy fitness instructor guidance. There is no cost associated with this manual.

PRIMS

The Physical Readiness Information Management System (PRIMS) can now track graduates of SHIPSHAPE for assessing long term effectiveness of the program. PRIMS program was created as a means of tracking the physical fitness assessment (PFA) results of all active duty and reserve Navy personnel. It has recently been improved from a desk top program to a more user friendly web-based program no longer requiring Command Fitness Leaders (CFLs) to send in a disk at the end of the PFA cycle. Information inputted is now done online in a secured fashion that makes updates to the NPC database immediately.

One new addition is the SHIPSHAPE menu that allows CFLs to add names of members who have graduated from the program. Then, when the CFL enters the monthly mock PRT and body composition results for the entire year, this data is linked to the individual and can show weight-loss trends. This information can be compared to the baseline data from the original PFA assessment. Navy Environmental Health Center can then use this information to compare results with other established weight management programs for future revisions.

**FY03 LIBERTY
GRANT PROGRAM**

The grant program will be signed and mailed out to each command no later than December 15.

Funds are limited and will be distributed on a first come first basis. Please start thinking about special and new programs that you would like to provide to our customers. Please send pictures of the great programs you are providing so we can post and share on our web site.

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METABOLIC SYNDROME...Sensible eating and consistent exercise are still the best combination for preventing "Metabolic Syndrome." With as many as 60 percent of Americans considered overweight, the National Institutes of Health (NIH) has used the term "Metabolic Syndrome" to describe a cluster of health problems that is associated with high cardiovascular and diabetes risk. Experts from the National Cholesterol Education Program at NIH contend that a combination of genes and lifestyle factors, including overeating and lack of physical activity, may cause the syndrome. The syndrome may be present if three or more of the following symptoms are found:

- A waist circumference greater than 40 inches in men and 35 inches in women
- Triglycerides greater than 150 milligrams per deciliter
- HDL (good cholesterol) levels less than 40 milligrams per deciliter in men and less than 50 milligrams in women
- Blood pressure of at least 135/80
- Blood sugar greater than 110 milligrams per deciliter

The Center for Disease Control says the prevalence of metabolic syndrome currently is seven percent among adults in their 20's, rising to over 40 percent for adults over age 60. The cornerstone of prevention is healthy eating and exercise to achieve or maintain a healthy body weight. Shooting for 20 to 30 minutes of physical activity most days of the week will benefit overall health and aid in healthful weight loss. With regard to eating, focus more on plant foods, lean sources of protein, fruits, and exchange saturated fats found in processed foods with fats like peanut, olive, canola or flaxseed based oils. Keep portions moderate.

DIGITIZED MILEAGE AND CALORIE RECORDS...Tracking one's exercise mileage and caloric expenditure can provide a sense of achievement and motivation. A General Record Form Type III is an excellent tool for keeping track of an entire year's data on a single sheet of paper.

We have developed a digital version of the form that may be downloaded from the Fleet Recreation Section of the Mission Essential web page.

LIBERTY FORUM...Thanks to Liberty Coordinator feedback, you can now go www.mwr.navy.mil, scroll to the bottom of the page and hit the "Forums Tab." This forum will allow you to communicate and share program ideas with other Liberty Coordinators. There is also a "Generic Tab" for all other discussions, issues and concerns, etc.

We encourage Liberty programmers to start using the site. Your input is very valuable and important to PERS-651, so please continue to communicate and share what you are doing in the field.

NRPA...Congratulations to our two NRPA Tradeshow winners. NAVSTA Mayport and NNSY Portsmouth will each receive a \$1,000 Liberty Programming Grant.

PERS-651 added some fun to the tradeshow for Liberty participants. They were tasked to find the vendor wearing our Liberty shirt. This was a daunting task with over 435 vendors present!

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TRAINING BRANCH

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WELCOME NEW STAR SERVICE AMBASSADORS

The following MWR Stars from Japan and Europe were recently certified as Star Service facilitators: Jackie Williams, Christine Williams, Yuka Takahashi, Denise Fuqua, Ogie Cabornida, Kelley Hollinger, Kristin Nietes, Jackie Finch, Eric Uzela, Javier Gomez, Clare Porter, Jorge Torres, Tymira Apling, Anna Maria Guflaugdotir, and Steve Tate. Welcome to the team everyone!

THE 2002 MEN'S SOCCER TEAM...recently competed in the Armed Forces Championship at Dover AFB, DE. The team finished in third place with an overall record of 2-3-1.

THE 2002 MEN'S BASKETBALL TEAM...recently competed in the Armed Forces Championship at Fort Hood, TX. The team finished in fourth place with a record of 1-5.

NAVY SPORTS APPLICATION DEADLINES...Applications are currently being accepted for Male and Female Athlete of the Year (January 1 deadline), Cross Country (January 13 deadline), Wrestling (January 10 deadline), and Bowling (February 14 deadline). Please note that Navy Sports is still accepting applications from qualified individuals interested in coaching an All-Navy team. Applications should be submitted two months before the respective sport begins.



ANOTHER TRANSLATION OF STAR SERVICE...Add a second translation to the list for the Star Service: Achieving Extraordinary Customer Relations (AECR) participant's guide! We've recently translated the guide into Tagalog for use by our Filipino employees. We're told by facilitators and managers that this translated version of the guide will be an invaluable tool for bridging language and cultural gaps in order to create even more PMCE's (Positive Memorable Customer Experiences) for all of our customers.

The Tagalog version will be available for training scheduled at your base in March 2003. If you are interested in receiving these translated participant workbooks, please have your Star Service Coordinator send an estimate of how many Filipino employees will attend the training on a quarterly basis as soon as possible. We will work closely with these Coordinators to ship translated materials and track their usage.

NEW COURSE MANAGERS COMPLETE THEIR TRAINING...The Training Branch has been busy getting new course managers certified to teach. Recent certifications include new course managers for Leadership Skills for Managers: John Kinna-mon, Karen Sawyer, Chris Warthen, Brenda Lammie, Kristen Kea, Dee Stanley, and Tammy Olenski. For MWR Managers' Course, Betty Sutton and Dorthea Villerreal. For Fleet Recreation Management, David Meeks, and Craig Stevens. Congratulations to all!

AND SOME OTHERS BEGIN...Three Navy and seven Marine Corps course manager candidates recently completed the second week of the training needed to become a certified course manager. All three Navy candidates will become course managers for the Leadership Skills for Managers course. They are Alison Bowers, Nancy Walker, and John Prue. Each completed this rigorous week of training with flying colors. They will all now complete the apprenticeship portion of the training, which is conducting a course under the supervision of a Master Course Manager. Congratulations on this accomplishment!



NAVY MOTION PICTURE SERVICE

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SALUTING SAILORS & THEIR FAMILIES

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MOVIE PROGRAM ATTENDANCE CONTINUES TO RISE...

For the fourth consecutive year, Navy Motion Picture Service program attendance has continued to increase. With 50 percent of the 8MM videotape program sites submitting their reports, the FY02 attendance is estimated at 3.2 million, up from 2.6 million in FY01. Please continue to fax in your FY02 8MM shore site attendance reports to 901-874-6831. Your numbers count!

On the 35mm theater front, FY02 attendance topped 3 million, an increase of 15 percent over FY01. While attendance for the Sneak Previews certainly contributed to this increase, it looks like you were able to take advantage of the "sneaks" to show off the quality of your base theater program to attract even more customers. Way to go! Visit www.mwr.navy.mil and select Motion Pictures 8mm Program to check out our current titles and what's coming next.

WILD ABOUT THE THORNBERRYS... Eliza and Darwin and the rest of the family are coming to the big screen! Nickelodeon's popular animated adventure series, *The Wild Thornberrys*, is a feature film just in time for the holidays. Active duty audiences at 26 CONUS NMPS theaters will be on this motion picture Safari on December 14 & 15. Paramount's *The Wild Thornberrys* opens commercially on December 20. Other recent Sneaks have included Warner Bros' *Ghost Ship*, *Harry Potter and the Chamber of Secrets*, and *Analyze That*.



SALUTING SAILORS AND THEIR FAMILIES (SSTF) LOCAL CONTEST GRANTS AVAILABLE... The SSTF team announces a new initiative to increase the scope and reach of the popular military appreciation/recognition contest series kicked off by Navy MWR last November. Limited funding is available for local contests that adhere to the specific criteria outlined in the grant announcement letter.

Just a hint for potential applicants: details are a must in these submissions. We're looking for well planned local contests with pizzazz and WOW that recognize current active duty personnel and their families, markets the value of MWR programs, and helps build a network of MWR ambassadors. For more information on the SSTF Local Contest Grant Program, please contact us at 901-874-6337, SSTFGrants@persnet.navy.mil.

MARATHON GENERATES HUGE MEDIA VALUE FOR

NAVY... Navy MWR recently sent five Armed Forces Team members to participate in the New York City Marathon, as part of a fund raising program with JPMorganChase. Over \$437,000 worth of very positive print and television publicity for the military (with heavy emphasis on Navy) was generated. This includes a thousand-word story in the *New York Times*.

The dollar value does not include any internal media coverage coordinated with Navy Marine Corps News. Their story can be viewed at www.lifelines2000.org. Navy MWR's total cost of the trip was less than \$5,000. Future sponsorship contacts with some major players were also produced through this event.



POLICY & MANAGEMENT ASSISTANCE BRANCH

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**NAVY FLYING CLUB (NFC)
WORKSHOP...**will be held March 24-26 in Millington. The workshop is designed for those who are involved in the direct management or administration of NFCs.

The seminar will focus on issues that are essential for effective and efficient management and operation of NFCs including general information on policy and program updates. The status of the NFC transition under the administration of the local MWR will also be discussed. Information concerning aircraft accident statistics, HAZMAT requirements, aircraft maintenance, and the status of the T-34B wing spar inspections will be presented.

Don't miss the opportunity to participate in group discussions on a variety of topics such as club appearance, marketing, customer service, and financial, legal, or personnel issues, just to name a few. Registration information will be available soon by visiting www.mrw.navy.mil/mwrprgms/training1.htm. Contact PERS-658F for more information.

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GRANTS FROM OTHER ORGANIZATIONS...We have been asked if Navy MWR activities may apply for grants from state, private, or other federal agencies. As a general rule, if the federal enabling legislation that establishes the federal grant permits federal entities to apply for the grant, then MWR may apply.

As for state and private grants, the Ethics Officials in the Office of the Judge Advocate General and the General Counsel of the Navy have looked upon the act of applying for these grants as gift solicitation, which is prohibited by law and reinforced by DOD regulations. If an MWR activity is contemplating applying for a grant, their command judge advocate must perform an official review and make an ethics determination before the MWR activity may proceed with the grant request.

Only if the Ethics Advisor approves the process may an activity go forward. Even then, close and continued coordination with counsel will be necessary to ensure that there are no legal prohibitions against soliciting and accepting the grant. If you have questions, please contact the MWR Legal Counsel (PERS-658L).

NAVY FLYING CLUB PROGRAM RESTORES T-34B MENTORS...During the 1950s, the T-34B Mentor served as the Navy's primary training aircraft, and for more than 40 years, it has been the workhorse of Navy Flying Clubs (NFCs) worldwide. Generations of seasoned mechanics and pilots have worked diligently in meeting the constant challenges of keeping these Navy-loaned aircraft airworthy.

The greatest challenge of retaining the T-34Bs came about two years ago when the Federal Aviation Administration (FAA) issued an Airworthiness Directive (AD) requiring inspection of each plane's wing spars for potential fatigue cracks. To perform such an inspection, the NFC would have to pay approximately \$14,500 per aircraft, as well as an additional \$1,800 every 80-flight hours on follow-up inspections.

Recently, as an alternative to the AD, the FAA approved four Alternate Methods of Compliance (AMOCs), with initial costs ranging anywhere from \$12K to \$35K. Qualified NFCs wishing to incur the expense to retain and continue operating these aircraft had to demonstrate sufficient financial health for the one-time inspection, as well as each recurring inspection. Finally, each NFC had to possess the ability to generate sufficient revenues to offset these additional program costs.

Navy MWR is extremely pleased to announce that 12 of the 18 operational T-34B Mentors remaining in the NFC program will be inspected, and contingent upon those inspections, will continue to serve in the NFC Program.

The remaining NFC Program T-34B aircraft are currently being redistributed to the Air Force Aero Club Program, Army Flying Club Program, Pensacola's Navy Museum, or to GSA. Contact PERS-658F for more information.

SUPPORTING CAREER DECISION FAIRS...NPC's Center for Career Development (CCD) conducted more than 30 Career Decision Fairs (CDFs) throughout the Navy last year. The CDFs enhance readiness by providing Sailors and their families with support to make informed career decisions and providing commands with resources and information to assist their retention efforts.

Navy MWR HQ and MWR field activities worked together to increase the number of military spouses attending these briefs. During FY03, the CCD is scheduled to conduct more than 30 CDFs Navy-wide and is turning to Navy MWR and MWR professionals in the field to maintain or increase attendance.

Navy MWR Headquarters will reimburse participating MWR activities up to \$2,500 for each enlisted-spouse brief and up to \$1,000 for each officer-spouse brief. Navy MWR will also be providing each participating MWR activity with \$1,000 in MWR Bucks to be used for door prizes for each enlisted and officer-spouse brief. MWR activities can then award the MWR Bucks in any number of prizes or denominations they deem appropriate.

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The schedule for CDFs can be found at www.staynavy.navy.mil/officer/content/Career_Fairs/cdf_training_sked_FY03.asp.

INCIDENTS MUST BE INVESTIGATED...Claimants have two years to submit a claim against the United States. If the Navy waits two years to conduct its investigation, valuable information, testimony of witnesses, and records of damages will be difficult to retrieve.

Consistent with the requirements of Chapter 8, Manual of the Judge Advocate General, every incident that may result in a claim against, or in favor of, the United States shall be promptly and thoroughly investigated. Investigations conducted for claims purposes are sufficiently complex and should be conducted with the assistance and under the supervision of a judge advocate or other attorney.

Where the command has an attorney assigned (staff judge advocate), the attorney should be involved in every aspect of the proceeding. It is important for the command's investigating officer to work closely with the servicing Naval Legal Service Office, who will be responsible for the adjudication of any claims that may result from the incident under investigation.

MWR Directors are to keep their commands keenly aware of any incidents that could result in a claim against/for the United States. They should take necessary steps to preserve evidence and information that the government may need later to determine if the claim is meritorious.

POC: PERS-658D

ON THE WEB

Visit
www.mwr.navy.mil
for program and policy information

REIMBURSEMENT FOR NAVY BIRTHDAY CELEBRATIONS

To receive reimbursement of authorized NAF expenses for 2002 Navy Birthday celebrations, commanding officers (or regional commanders in the case of a region-wide event) may request reimbursement from Commander, Navy Personnel Command (PERS-658).

Limited MWR NAFs may be used to support a single base-wide Navy birthday celebration for elements that enhance the quality of the event such as purchase of entertainment (e.g., room decorations, table flower arrangements) and small mementos in the \$2-\$4 range (e.g., wine glasses with insignia, key chains). Authorized MWR NAF support and the amount that will be reimbursed is limited to \$2,000 for an event with 250 or less attendees, \$2,750 for an event with 251 to 500 attendees and \$3,500 for events with over 500 attendees.

Please ensure that you provide information about your event. Include date, location, number of attendees for 2002 and 2001, and list the purpose and corresponding costs for each expense category for which MWR NAFs were used.

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Registration forms for the MWR Support Services workshop are available in the Training Section of www.mwr.navy.mil. If you are unable to attend, another workshop is scheduled for April 19-23, 2004.

POC: PERS-658H,
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MOVING YOUR HOUSEHOLD GOODS AT GOVERNMENT EXPENSE?...

While being stationed overseas may be exciting, there is nothing fun about having your personal belongings damaged, destroyed, or lost in transit. The only thing that can make matters worse is not being reimbursed for your loss, especially if you, the claimant, had the power to be reimbursed and unwittingly forfeited your right by failing to submit a couple of forms on time.

The Navy's system for moving an employee's personal belongings from one duty station to another at no cost to the employee is not perfect. However, with a basic understanding of how the system works, employees can provide themselves the best opportunity to be reimbursed for any loss they incur.

When your belongings are being offloaded from the truck and placed in your home, you will be asked to review (inspect) your furniture and any other property not packed in boxes. Everything that was packed out was given a sequential number with a corresponding tag placed on the item. During your inspection, you must check off each inventory item by the sequence number. The check sheet used for the inspection is called the DD 1840. On this form you must note all exceptions to the original inventory upon delivery. On the reverse side of this sheet is DD Form 1840R. This side of the form is used to record any damage or missing items you discover after delivery. This form must be submitted to your servicing Personal Property Office (PPO) within 70 days from the date of delivery to document any damaged, destroyed or missing items.

The movers are not responsible for any loss not reported to the PPO within 70 days of delivery. If the form is not submitted on time, the Navy cannot seek reimbursement from the movers. Therefore, the amount of money that would have been recovered from the movers cannot be paid to the claimant and must be deducted from any meritorious claim.

Because moving is an infrequent and stressful event, it is important that employees seek the assistance and counsel of trained professionals at the PPO and their servicing Naval Legal Service Office. Personnel are encouraged to brush up on their knowledge of shipping household goods and the claims process before their belongings are packed out. Contact PERS-658D1 with questions.

MWR SUPPORT SERVICES WORKSHOP...scheduled for March 17-21 in Millington, will focus on issues that are essential for effective and efficient management/operation of MWR Support Services Offices. Don't miss this opportunity to network, clarify issues, and participate in group discussions! General information on policy, new initiatives, and project and system updates will be provided.

This workshop is designed for business managers, operational directors, admin officers, and other managers/supervisors with functional responsibilities that include oversight and preparation of financial documents, APF & NAF budgets, central cash handling functions, NAF payroll, and NAF procurement.

COMMUNICATIONS WORKSHOP

Want to improve your communication skills? Then plan to attend the communications workshop presented by the Navy MWR Communications Group.

The workshop is designed for marketing personnel, public affairs officers, or anyone who provides MWR communications support and will be held in Millington on June 2-6.

Details for the workshop will be announced in February 2003. Personnel working in the areas listed above who have not attended a previous communications/marketing workshop will have first priority for a seat in the workshop. Class loading will be limited to 30 attendees, so mark your calendar now!

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CANCELLATION OF THE NO-COST MAGAZINES...In September 1998, a generous donor purchased 25,000 subscriptions of various periodicals, valued at \$7M annually, for distribution to the Navy. The Secretary of the Navy accepted the donation and, each year thereafter, various donors continued to donate these weekly and monthly periodicals to the Navy. During the last two years, additional magazine titles were added and the selections of magazines were expanded.

Unfortunately, neither the publisher nor the previous donors have a desire to continue this program because business changes have impacted the economics of how the publishing industry accounts for circulation and the program has become cost prohibitive. Therefore, at the end of CY02, the Navy will no longer receive these periodicals.

A NAVADMIN message will soon be released by CNP to inform the Navy community that the no-cost magazine subscriptions will end. Commands may wish to obtain magazine subscriptions using their own funds and are encouraged to contact the individual companies accordingly.

MWR COMMUNICATIONS GROUP...On October 1, the MWR Communications Group was established within the Policy and Management Assistance Branch.

The "Internal Communications Coordinator" is working communication issues within PERS-6 and PERS-65, as well as other projects. The Internal Communications Coordinator is also continuing to produce MWR publications (*Undercurrents*, *Seeing Stars*, *The Spirit of 65*, etc.) and will be producing a new employee IN-DOC video in the coming months.

The "External Communications Coordinator" is communicating with Navy-wide publications and external media, along with Navy leadership. The position is working our more global communication issues and is also producing the *Congressional Newsletter* that is sent to Congress and their staff four times each year.

Working with the field marketing professionals is the "Field Communications Coordinator." This position is actively involved in Navy Recruiting's new Delayed Entry Program (DEP) Expos scheduled for next year, along with the production of mini-CDs detailing MWR and other quality of life opportunities available in the Middle East, Asia, and Europe. Our "Publicity Coordinator" is continuing to write articles about Saluting Sailors and the myriad of other programs and projects occurring within PERS-65.

Rounding out the Group will be an "Audio Visual Coordinator," who will be working part-time setting up the Video Production Lab as equipment arrives in the next few months. The AV Coordinator will join the MWR Communications Group full-time in March. This is truly still a work-in-progress, and the Group will not be fully stood-up until next spring. We're excited about the commitment being made to improve MWR communications to the members of the Navy community.



COMPUTER SERVICES BRANCH

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PRIMS

The new web-based Physical Readiness Information System (PRIMS) went live last month after five months of design and development. This system streamlines the data gathering and reporting of the PRT process. Specifically, it eliminates the need to maintain the pink folders for approximately 500,000 personnel (all active and reserve Navy). It also eliminates the need to copy member data on to a diskette and forward it via mail to NPC. It provides a self-service Risk Assessment form that eliminates the need for Command Fitness Leaders (CFLs) to enter paper-based risk assessments and provides immediate information to the service member and the CFL. Any service member can now look at their scores anytime.

Command fitness leaders are now using the new system for the fall Physical Readiness Test (PRT) cycle and it has all the latest changes to Physical Readiness standards. Initial feedback has been extremely favorable. Users like the web-based look and feel of the system, the help screens, and the immediate feedback on what they entered.

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UPDATE ON SAP...NSA Mid-South will be the second of the stand alone bases on SAP. Following the procedures refined at NAVSTA Great Lakes, the MWR business office spent many hours working on the conversion of existing data and will "Go-Live" with SAP Financial and Controlling modules on December 9.

Future plans include the Pensacola region, followed by the completion of the VQ's in the Southwest, bringing the "Over-The-Horizon" VQ's into the existing SAP system. Hawaii is next in line late in the spring; then CBC Gulfport, WPNSTA Charleston, NAVSTA Pascagoula, and NAS Key West. Testing of the web-based version of SAP will begin early in the calendar year. Once completely tested, the overseas bases will be scheduled so they can use the Internet version.

CONGRATULATIONS...to NTC Great Lakes for going live with SAP HR on October 18! They are daily gaining experience in entering data and sending the data to ADP. Next step for NTC Great Lakes is implementing the web-based Kronos. Kickoff for that project begins in early December. On the not-so-distant horizon is also a pilot test of SAP Payroll. The Mid-Atlantic region and Hawaii are also working hard to implement web-based Kronos in their areas, with anticipated "Go-Lives" in the next month.

TWO MAJOR ROLLOUTS...of the Micros POS system were just wrapped up. The Zone at NAS Jacksonville went live October 24 and includes the Budweiser Brew House, Yesterday's Cafe, Bingo, and Bambino's Pizza. In San Diego, Metro Village went live just in time for the grand opening of their new Budweiser Brewhouse and to replace their older systems at the Club Metro and Trattoria. Upcoming is the Admiral Baker Clubhouse in San Diego, scheduled for late November.

NMCI...If you don't already know what NMCI is all about, now is the time to find out! Many locations are in the process of transitioning to the new Navy Marine Corps Internet (NMCI), but even if you aren't, you should be preparing yourself for the inevitable.

There are several MWR and VQ systems that are centrally managed by NPC that you must identify as legacy applications when you transition to NMCI. Since we are implementing the new Accounting Information Management System (AIMS) at the same time that NMCI is being rolled out, you must ensure that these applications are identified during NMCI transition even if your site has not yet implemented AIMS. This will avoid major delays and additional costs when we are ready to implement AIMS in your region.

Administrative Message R301245Z SEP02 ZYB, PSN 176746J31 requires that legacy applications be identified in the NMCI database no later than November 30, 2002. A memo was sent to you recently with more specific instructions. If you have any questions, please contact PERS-657D7.



COMMUNITY SUPPORT BRANCH

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ANNUAL AUTO SKILLS MANAGER'S MEETING... was held November 4-6 in Las Vegas, in conjunction with the largest automotive aftermarket show. Twenty managers from CONUS and OCONUS gathered to discuss topics such as the state of MWR, hold harmless agreements, liability, funding & budgeting, automotive industry training, programming, standards & metrics, staffing challenges, base line assessments and annual reports, communication networks and special event programming.

Several working groups were established to brainstorm event ideas for Saluting Sailors & Their Families training, equipment and tool price tags, and standards revisions. In between Navy meetings, participants benefited from attending the Automotive Aftermarket Products Expo (AAPEX), which allowed them to stay current on automotive trends, meet vendors and industry representatives, and remain up-to-speed on products, tools, and equipment.

As a result of the annual meeting, we will feature Auto Skills Centers as a "Spotlight" on the Community Support Branch web page. You may submit your information via email and feel free to include photos and schedules of upcoming events and programs in your facility! Don't forget that we want to hear about your program, facility and staff, so give us the details. This is a schedule for the following few months to get us started:

Jan.: JAX, North Island, Gulfport
Feb.: Whidbey, Pearl, China Lake
Mar.: Yokosuka, Oceana, El Centro
Apr.: Great Lakes, Sasebo, Mugu

AIR FORCE CAPTURES CHESS CROWN... Air Force captured first place at the 2002 Interservice Chess Tournament at Naval Base Point Loma in San Diego on September 22-26. The four-man team accumulated 32.5 points to finish four points ahead of second place Navy in the nine-round tournament.

Army and Marine Corps tied for third place. The top six individual finishers will be combined to form Team USA at the NATO Military Chess Tournament in Brest, France on October 6-12. For information about next year's qualifying events and the annual Interservice Chess Tournament, contact PERS-659F1.

NAVY FAMILY TEAM SUMMIT PILOT PROGRAM... The first extended hour child care settings will open in the Navy Region Mid-Atlantic and Navy Region Hawaii. Navy Region Mid-Atlantic is building a "Group Home" adjacent to the Child Development Center (CDC) on Hampton Boulevard. This will provide a small, homelike setting with access to the current CDC playgrounds. However, unlike a CDC, the home will have bedrooms, bathtubs, a living room and playroom, and an eat-in kitchen for family style meals. Naval Station Pearl Harbor will provide the same overnight care using two renovated housing units to form one, extended hour Group Home. Both settings will provide developmentally appropriate programs for children ages six weeks to 12 years in a nurturing homelike setting conducive to prolonged care. Both settings will be staffed with CDC caregivers and will follow Navy Child Development Group Home staff to child ratios and regulations for quality child care.

OFFICIAL USE OF PRIVATELY OWN VEHICLES... CNPC ltr 1700 PERS-659 of 15 Nov 02 is now signed and available on the CDH web site at www.mwr.navy.mil. The letter provides guidance for CDH employees conducting home visits and other business in their privately owned vehicle (POV).

Please read the letter carefully, for the answers to questions such as:

- Are CDH employees protected from third party liability when using their POVs to carry out "official" government business?
- If a CDH employee is carrying a passenger, would the CDH employee be protected if the passenger gets hurt?
- Would a CDH employee be protected from personal financial loss in the event they are injured or their POV is damaged while performing official duties?
- What, if any, third party and financial liability protection is afforded to CDH providers?

The links provide a sample letter authorizing CDH staff long-term use of POVs when there is no government vehicle available and a sample letter authorizing CDH staff one time use of a POV. CDH Directors must coordinate local policy with their Navy Legal Office.

CDH GROUP HOMES... Navy Region Northwest now has four certified off-base Group Homes and three in process. Two providers care for up to 12 children and both providers are insured. The group homes are off base at both NAVSTA Everett and NAVSTA Bremerton and providers are state licensed and Navy CDH Certified.

These homes are generally larger, with plenty of space for a variety of developmental activities. Parents are enthusiastic about the settings and early feedback is positive. There is also a Group Home at NAS Whidbey Island in the Chapel classroom space. This option is also well received and patrons appreciate the option. Both types of Group Homes are expanding available child care spaces. Go Northwest! For details on Navy CDH Group Homes, visit our CDH web site at www.mwr.navy.mil.

MARK YOUR TRAINING CALENDARS... Navy CDH Director training will be held May 5-9 in Millington, Tenn. Navy CDC Director/CDPA training will be held May 19-23. Details will soon be posted on the CDC and CDH web pages at www.mwr.navy.mil.



VALENTINE'S VACATION CONTEST

Navy MWR is sponsoring a Valentine's Vacation contest as part of the Saluting Sailors and Their Families initiatives. The contest runs January 1 - February 13, 2003 and the drawing will be held on February 14, 2003 at your ITT Office.

Complete details can be found at www.mwr.navy.mil/mwrprgrms/valentine.htm.

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